



FAMILY ADVOCACY PROGRAM SELF-ASSESSMENT TOOL

DoD FAP SELF-ASSESSMENT TOOL

CATEGORY :	Y E S	N O	P A R T I A L	E X C E P T I O N		<u>ACTION REQUIRED TO MEET PSS</u>	A C T I O N	C O M P L E T E D
SECTION 1.0								
<u>Organization and Management</u> (Corresponds with PSS 1.1 through 1.31, Chapter 1, above.)								
<u>Purpose of the FAP</u>					<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	DATE	
1.1 A child and spouse abuse service program exists, as specified in DoD Directive 6400.1 (reference (c)).								
1.2 Programs that contribute to the development of healthy families exist, as specified in (reference (c)) .								
1.3 Early identification and intervention in cases of alleged child and spouse abuse are promoted, as specified in (reference (c)).								
1.4(a) Rehabilitation and treatment programs exist for child and spouse abuse (see " Interven- tion and Treatment CA/N Cases" PSS 4.36 through Chapter 4, above; and "Intervention and Treatment in Spouse Abuse Cases" PSS 5.30 through 5.34, Chapter 5, above) .								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET PSS	A C T I O N	C O M P L E T E D
SECTION 1.0 <u>Organization and Management</u> (cont.)								
<u>Purpose of the FAP</u> (cont.)					<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
(b) These programs do not preclude appropriate administrative or disciplinary action, as specified in DoD Directive 6400.1 (reference (c)). 1.5 Cooperation exists with responsible civilian authorities in efforts to address child and spouse abuse problems. <u>The FAP as a Command Program</u> 1.6(a) The FAP is officially sanctioned as a command support program with concomitant authority and responsibility. (b) Policies and procedures exist defining these policy making, coordinating, and management functions. 1.7 Coordination and collaboration exists between the FAP and medical services.								

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SECTION 1.0									
<u>Organization and Management</u> (cont.)									
FAP as a Command Program (cent.)		—	—	—	—	COMMENTS	WHO ACTION DATE	DATE	
1.8	A FAPO has been appointed by the installation commander responsible for implementing the FAP.								
1.9	Service directives shall be implemented on criteria for the retention and provision of FAP services to active duty members.								
<u>Installation FAP Directive</u>									
1.10	A current FAP directive has been developed and published by the installation.								
1.11	A program statement defining the FAP purpose, scope of services, and persons to be served has been developed.								
1.12	All eligible military families living in the civilian community, those families living on the installation and eligible civilians are recipients of FAP services.								

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SECTION 1.0									
<u>Organization and Management (cont.)</u>									
<u>Installation FAP Directive (cont.)</u>						<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
1.13(a)	An installation FAC has been appointed.								
(b)	The FAC membership, functions, and responsibilities have been specified for the installation.								
<u>MOU</u>									
1.14	Necessary and appropriate MOUS with external organizations (as specified in PS 4.1, Chapter 4, above) have been developed.								
1.15	Existing MOWS with local child protective services set forth roles and functions on reporting responsibilities, referrals , case management, and emergency interventions .								
1.16	Existing MOUS require that, when possible, participating agencies meet professional standards set by the relevant field.								

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SECTION 1.0										
Organization and Management (cent.)										
MOU (cont.)						COMMENTS	WHO	ACTION DATE	DATE	
1.17(a)	Existing purchase of service contracts or agreements are in writing and specify terms and conditions of services to be provided.									
(b)	Existing purchase of service contracts or agreements are monitored and evaluated on a specified basis.									
<u>Management Accountability</u>										
1.18	Coordination and collaboration exist between military installations, including those of different Services.									
1.19(a)	Overall program goals, treatment objectives, and services to be provided by the installation FAP have been established.									
(b)	FAP personnel roles, functions, and responsibilities have been defined in writing.									

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SECTION 1.0										
<u>Organization and Management</u> (cont.)										
<u>Management Accountability</u> (cent .)						<u>COMMENTS</u>	<u>WHO</u>	<u>ACTION</u>	<u>DATE</u>	<u>DATE</u>
(c)	Policies exist ensuring that cooperation occurs between installations.									
1.20(a)	The development, oversight, coordination, administration, and evaluation of the FAP is facilitated by the FAPO.									
(b)	Clear lines of authority and accountability are maintained by the FAPO.									
1.21	The operation of the FAP is guided by written policies and procedures.									
1,22	An installation FAP policies and procedures manual exists that is revised and updated.									
<u>Human Resources of the FAP</u>										
1.23	A sufficient number of qualified personnel to meet the PSS are available.									

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SECTION 1.0									
<u>Organization and Management</u> (cont.)									
<u>Physical Resources of the FAP</u>						<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
1.24	Necessary administrative services, logistical support, and equipment are provided.								
1.25	The physical setting is suitably housed and equipped and includes rooms for interviewing clients in a confidential setting.								
1.26	Client case records are stored in secure file cabinets.								
1.27(a)	A sufficient number of telephones are available to FAP personnel.								
(b)	The telephone system has the capacity to accommodate a 24-hour emergency response for FAP reports.								
1.28(a)	The FAP has access to sufficient government vehicles in safe condition for implementing its services.								

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SECTION 1.0								
<u>Organization and Management</u> (cont.)								
<u>Physical Resources of the FAP</u> (cent .)					<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
(b) Procedures exist specifying that emergency vehicles be used for medical/psychological emergencies .								
<u>Financial Resources</u>								
1.29(a) Financial resources to implement the PSS are available as specified in DoD Directive 6400.1 (reference (c)).								
(b) An annual report describing the PSS and goals along with available and needed resources is prepared.								
<u>Management Information Systems</u>								
1.30 A plan for collection, utilization, and dissemination of information has been developed and implemented.								
1.31 Guidelines are established to ensure that all statistical reporting requirements (DoD, Services, and installation) are met.								

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SECTION 2.0									
Family Support (Prevention) Services (Corresponds with PSS 2.1 through 2.11, Chapter 2, above.)									
<u>Promoting General Awareness</u>						COMMENTS	<u>WHO</u> ACTION DATE	DATE	
2.1 (a)	Prevention, education and training efforts on the scope of child and spouse abuse exist for command, military personnel, and their families.								
(b)	An orientation to the FAP is provided to all newly assigned personnel.								
2.2	Prevention programs exist that include information and education for potential victims, offenders, and non-offending family members.								
2.3	Outreach efforts that are provided or arranged by the FAP exist and include prevention, education, and training on the extent and nature of child and spouse abuse, an awareness of family violence, how to report it, and available services.								

<u>CATEGORY:</u>		Y E S	N O	P A R T I A L	E X C E P T I O N		<u>ACTION REQUIRED TO' MEET THE PSS</u>	A C T I O N	C O M P L E T E D
SECTION 2.0									
<u>Family SupPort (Prevention) Services</u> (cent .)									
<u>Promoting General Awareness (cent.)</u>						<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
2.4	A general awareness effort about child and spouse abuse issues and services exists that develops and disseminates publications and utilizes public affairs resources for both the Military and civilian communities .								
<u>Promote Awareness Within Military Community</u>									
2.5(a)	Education on the nature of child and spouse abuse, its prevention, the nature and availability of FAP services, and stress is provided on a specified basis for all in-stallation and unit commanders and their immediate staff.								
(b)	Information on their roles and responsibilit"ies is provided to all new commanders.								
2.6(a)	An education program exists for professional and para-professional personnel who work with children in Military								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N C O M P L E T E D
SECTION 2.0 <u>Family Support (Prevention) Services</u> (cent.)							
Promote Awareness Within Military <u>Community</u> (cent.)					<u>COMMENTS</u>	<u>WHO</u> <u>ACTION</u> <u>DATE</u>	<u>DATE</u>
(a) related services (the DoDDS , and child development centers, etc.) on causes and effects of child and spouse abuse, iden- tification and reporting re- sponsibilities and available services.							
(b) Screening procedures exist to identify potential or actual child abusers or molesters who are engaged as caregivers of children.							
<u>Advocacy Services for Children, Spouses,</u> <u>and Families</u>							
2.7 Advocacy exists for the estab- lishment and improvement of those services that promote healthy family lives.							
2.8(a) Criteria exists for identi- fying high risk populations by doing needs assessments of the military community (military dependents on and off base) .							

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N	ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 2.0								
<u>Family Support (Prevention) Services</u> (cent .)		—	—	—	—			
<u>Advocacy Services for Children, Spouses, and Families</u> (cent .)		—	—	—	—	<u>COMMENTS</u>	<u>WHO</u> ACTION DATE	<u>DATE</u>
(b) AI-I annual plan of action based on the outcome of the needs assessment is developed.								
2.9(a) Advocacy at the case specific level takes place.								
(b) Aggregate information about case specific information is also considered in development of a case plan.								
2.10 Resource and service delivery problems are identified to the FAC, appropriate installation commanders, and higher eche- lons .								
<u>Family Support Services</u>								
2.11 The following services are provided by the FAP or avail- able through the utilization of other military or civilian resources :								

CATEGORY:	Y	N	P	E		ACTION REQUIRED TO MEET THE PSS	A	C
SECTION 2.0	E	O	A	X			C	O
Family SuPPort (Prevent ion) Services (cent.)	S		R	C			T	M
			T	E			1	P
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			A	T			N	E
			L	I				T
				O				E
				N				D
Family Support Services (cent.)					COMMENTS	WHO ACTION DATE	DATE	
Spouse:								
(a) Coping with stress (stress workshops, support groups, new baby adjustment problems, and job problems, etc.) .								
(b) Emergency assistance (financial, housing, health care, and basic necessities etc.) .								
(c) Spouse and single parent support groups (same sex and incest survivors, etc.) .								
(d) In-home services (full- or part-day, visiting, nurse, and homemaker services, etc.) .								
(e) Counseling (marital, family, group, and other) .								
(f) Life skills development .								
(g) Family life education and family planning.								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 2.0								
Family Support (Prevention) Services (cent .)								
Family Support Services (cent.)					COMMENTS	WHO ACTION DATE	DATE	
(h) Socialization (social groups, young wives and/or young husbands groups, Americanization, and language, etc.) .								
(i) Personal safety (assertiveness training, rape prevention, and self-defense, etc.) .								
(j) Interpersonal relationships (conflict resolution and communications, etc.) .								
(k) Special needs families.								
(l) Legal Services.								
(m) Rape prevention and coping with rape.								
Children and Families:								
(a) Affordable and accessible child day care (child development center, family day care, part-day care, and respite day care, etc.) .								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 2.0								
Family Support (Prevention) Services (cont.)								
Family Support Services (cont .)					COMMENTS	WHO ACTION DATE	DATE	
(b) Support services for new parents (prenatal services, child development education, information and referral, and coping with parenthood, etc.) .								
(c) Education for parents (parenting education, stress reduction on parenting, and group support, etc.) .								
(d) Preventive counseling (drop-in center and hotline for stress calls, etc.) .								
(e) In-home services (full- or part-day, visiting nurse, and homemaker, etc.) .								
(f) Life skills development.								
(g) Emergency assistance (financial, basic necessities, housing, and health care, etc.) .								
(h) Family life education and family planning.								

CATEGORY : SECTION 2.0 <u>Family Support (Prevention) Services</u> (cont .)	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
F <u>Family Support Services</u> (cont.)					<u>COMMENTS</u>	<u>WHO ACT ION DATE</u>	<u>DATE</u>	
(i) Socialization (social groups, young wives and/or husband groups, Americanization, and language, etc.) .								
(j) Safety education for children (protection against abuse and seeking help, etc.) .								
(k) Personal safety (assertiveness training, rape prevention, and self defense, etc.) .								
(l) Interpersonal relationship skills (conflict resolution and communications, etc.) .								
(m) Rape prevention and coping with rape.								
<u>Coping with the Stresses of Military Life.</u>								
(a) Predeployment .								
(b) Post deployment.								
(c) Separation due to military assignment .								

CATEGORY: SECTION 2.0 <u>Family Support (Prevention) Services</u> (cent.)	Y E S	N O	P A R T - I A L	E X C E P T I O N		ACTION REOUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
<u>Family Support Services</u> (cent.)					<u>COMMENTS</u>	<u>WHO ACTION</u> DATE	DATE	
(d) Relocation and/or a PCS.								
(e) Transition to civilian life.								

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 3.0									
<u>Investigation, Assessment of the Complaint, and Disposition of FAP Cases</u> (Corresponds with PSS 3.1 through 3.17, Chapter 3, above.)									
<u>Initial Reporting of Child or Spouse Abuse</u>						COMMENTS	WHO ACTION DATE	DATE	
3.1	An informational program exists to inform the military and civilian communities on the purpose of reporting, reporting procedures, investigation and assessment procedures, and the scope of intervention.								
3.2	All reports of alleged child or spouse abuse are referred to the FAPO or designee.								
3.3(a)	A case record is opened for every new case of child and/or spouse abuse reported to the FAP. Every alleged incident is documented in writing.								
(b)	Pertinent written information is collected for the case record regardless of the administrative unit which obtained the information.								
(c)	The security of the case record is maintained.								

CATEGORY: SECTION 3.0 <u>Investigation, Assessment of the Complaint, and Disposition of FAP Cases</u> (cent.)	Y E S	N O	P A R T I A L	E X C E P T I O N		<u>ACTION REQUIRED TO MEET THE PSs</u>	A C T I O N C O M P L E T E D
<u>Initial Reporting of Child or Spouse Abuse (cont.)</u>					<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	DATE
3.4(a) Policies and procedures exist to ensure that the military law enforcement blotter on incident reports of child and spouse abuse is reviewed. (b) In accordance with the MOU, the installation law enforcement agency contacts local law enforcement agencies for access to reports of child and spouse abuse incidents involving military personnel and families.							
3.5 Policies and procedures exist to ensure that the following responsibilities are carried out : (a) Medical assessment for all minors in the household and treatment for all family members in the household by medically trained personnel, when indicated.							

<u>CATEGORY:</u>		<u>Y</u> <u>E</u> <u>S</u>	<u>N</u> <u>O</u>	<u>P</u> <u>A</u> <u>R</u> <u>T</u> <u>I</u> <u>A</u> <u>L</u>	<u>E</u> <u>x</u> <u>c</u> <u>e</u> <u>p</u> <u>t</u> <u>i</u> <u>o</u> <u>n</u>		<u>ACTION REQUIRED</u> <u>TO MEET THE PSS</u>	<u>A</u> <u>C</u> <u>T</u> <u>I</u> <u>O</u> <u>N</u>	<u>C</u> <u>O</u> <u>M</u> <u>P</u> <u>L</u> <u>E</u> <u>T</u> <u>E</u> <u>D</u>
SECTION 3.0									
<u>Investigation, Assessment of the</u> <u>Complaint, and Disposition of FAP Cases</u> (cent .)		-	-	-					
<u>Initial Reporting of Child or Spouse</u> <u>Abuse</u> (cont.)						<u>COMMENTS</u>	<u>WHO</u> ACTION DATE	<u>DATE</u>	
(b)	Notification of the Service member's commander.								
(c)	Notification of military law enforcement and investigative Agencies.								
(d)	Notification of the local child protective services agency (in alleged child abuse cases only) in the U.S. and where covered by agreement overseas.								
(e)	Observance of the applicable rights of alleged offenders.								
3.6	A 24-hour a day reporting mechanism exists for receiving reports of alleged child or spouse abuse.								
3.7(a)	Policies and procedures exist to ensure that the FAP is consulted by military law enforcement on the referral of a spouse (family) to a shelter or safe house.								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 3.0								
Investigation, Assessment of the Complaint, and Disposition of FAP Cases (cent .)								
Initial Reporting of Child or Spouse Abuse (cont.)					COMMENTS	WHO ACTION DATE	DATE	
(b) The MOU specifies that civil- ian law enforcement inform an abused spouse of FAP services at the time of referral.								
3.8 In accordance with MOUS and policy, FAP personnel are in- formed and consulted within 24 hours by military law enforce- ment personnel and/or the local child protective ser- vices agency on all alleged child abuse, molestation, and/ or exploitation situations on receipt of an incident report.								
Initial Investigation and Assessment of Complaints of Child and Spouse Abuse								
3.9(a) Policies and procedures exist defining investigation and investigative roles of FAP staff, military and civilian law enforcement agencies and the public child welfare agencies.								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 3.0								
<u>Investigation, Assessment of the Complaint, and Disposition of FAP Cases</u> (cent.)								
<u>Initial Investiaation and Assesment of Complaints of Child and Spouse Abuse</u>					<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
(b) Policies and procedures exist that specify when it is appropriate for FAP staff to do protective service investi- gations without law enforce- ment and when to assist inves- tigative agencies.								
(c) Policies and procedures exist governing investigations over- seas and are adapted to host- nation laws and SOFAS.								
3.10(a) Policies and procedures exist specifying time lines for staff to complete the assess- ment phase of an alleged abuse incident.								
(b) Policies and procedures exist reflecting the urgency of pro- tecting the alleged victim based on severity of abuse and further risk.								

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 3.0									
<u>Investigation, Assessment of the Complaint, and Disposition of FAP Cases</u> (cent.)									
<u>Initial Investigation and Assessment of Complaints of Child and Spouse Abuse</u> (cent.)						COMMENTS	WHO ACTION DATE	DATE	
3.11	A reporting system shall ensure that the FAP staff and military law enforcement military investigative services, civilian law enforcement agencies, and the public child protective services agency are notified during the investigation and information gathering stage.								
3.12(a)	Procedures exist to foster sufficient, accurate, and timely exchange of information with the public child protective services agency, military law enforcement, military investigative agencies, and by installation's MOUS with civilian law enforcement agencies.								
(b)	Exchange of information shall be maximally complete between agencies having interest in the investigation and disposition of FAP cases.								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		<u>ACTION REQUIRED TO MEET THIS PSS</u>		A C T I O N	C O M P L E T E D
SECTION 3.0 <u>Investigation, Assessment of the Complaint, and Disposition of FAP Cases</u> (cent.)									
<u>Information Gathering on Child and Spouse Abuse Incidents</u>					<u>COMMENTS</u>	<u>WHO</u>	<u>ACTION DATE</u>	<u>DATE</u>	
3.16 On receipt of the initial law enforcement investigation re- port, followup takes place to remedy the gaps in factual information on the alleged abuse.									
3.17 Policies and procedures exist to protect the confidentiality of law enforcement and crim- inal investigative service reports.									

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SECTION 4.0									
<u>Intervention and Treatment in Child Abuse and Neglect Cases</u>									
(Corresponds with PSS 4.1 through 4.42, Chapter 4, above.)									
<u>Child Abuse and Neglect Cases</u>									
						COMMENTS	WHO ACTION DATE	DATE	
4.1	Policies and procedures exist that define child abuse, neglect, and sexual abuse, as specified in DoD Instruction 6400.2 (reference (a)) (cross-reference PSs 4.14 through 4.17, Chapter 4, above) .								
4.2	Policies and procedures exist that define extrafamilial abuse, including abuse occur- ing in loco parentis, abuse by strangers, and child to child abuse as specified in reference (a) .								
4.3	Guidelines have been established for assessment and treatment of juvenile offenders.								
4.4	Policies and procedures exist that define a case and an incident as specified in reference (a) .								

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SECTION 4.0 <u>Intervention and Treatment in Child Abuse and Neglect Cases</u> (cont.)									
Child Abuse and Neglect Cases (cont.)						<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
4.5	Early identification and intervention in cases of alleged child abuse and/or neglect cases are required.								
4.6(a)	Medical assessment and treatment for all eligible family members by appropriately trained personnel is ensured, as appropriate.								
(b)	Referrals are made for ineligible family members.								
4.7	Guidelines have been established to ensure that commanders have timely access to complete case information when considering appropriate dispositions of allegations, including: prognosis, extent to which the alleged offender accepts responsibility, and other appropriate factors, as specified in DoD Instruction 6400.2 (reference (a)) .								

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SECTION 4.0										
<u>Intervention and Treatment in Child Abuse and Neglect Cases</u> (cont.)										
<u>Assessment of Child Abuse and Neglect Cases</u>						<u>COMMENTS</u>	<u>WHO</u>	<u>ACTION</u>	<u>DATE</u>	<u>DATE</u>
4.8	Policies and procedures exist specifying that the protection of the alleged victim and at-risk siblings shall be given first priority in providing investigatory, assessment, and intervention and/or treatment services.									
4.9	Criteria exist for the relocation of the offender (Service member) from home to alternative housing.									
4.10	Policies in compliance with applicable laws governing protective custody exist that include criteria and procedures for removal of a child victim from a household when that child is in danger of abuse.									
4.11	Criteria exist for determining the severity of the harm to the child victim, the seriousness of allegation(s), and the									

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SECTION 4.0 <u>Intervention and Treatment of Child Abuse and Neglect Cases</u> (cont.)			—	—					
<u>Assessment of Child Abuse and Neglect and Cases</u> (cont.)						<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
<p>risk factors for future abuse. Definitions exist for harm, severity of harm and risk as specified in PS 4.11, Chapter 4, above.</p> <p>4.12 Policies and procedures specify that recantation is considered a fact in the case and not a conclusion that the abuse did not occur.</p> <p>4.13(a) All installation FAP cases requiring immediate protection receive immediate medical examinations by a qualified medical practitioner.</p> <p>(b) Guidelines exist for access to medical services in OCONUS cases.</p> <p>4.14 Policies and procedures exist that define physical injury as a type of maltreatment, as specified in DoD Instruction 6400.2 (reference (a)).</p>									

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SECTION 4.0									
<u>Intervention and Treatment of Child Abuse and Neglect Cases</u> (cont.)									
<u>Assessment of Child Abuse and Neglect and Cases</u> (cont.)						<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
4.15	Policies and procedures exist that define sexual maltreatment, exploitation, rape and/or intercourse, molestation, incest, and other sexual maltreatment as specified in DoD Instruction 6400.2 (reference (a)) .								
4.16	Policies and procedures exist that define types of neglect as specified in reference (a) .								
4.17	Policies and procedures exist that define the types of emotional maltreatment, as specified in reference (a) .								
<u>Assessment Distinctions</u>									
4.18	Policies and procedures exist that define the process of risk assessment.								
4.19	Policies and procedures exist that define the assessment								

CATEGORY :		Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 4.0									
<u>Intervention and Treatment of Child Abuse and Neglect Cases</u> (cont.)									
<u>Assessment Distinctions</u> (cont.)						<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
<p>information sources, such as background information checks and collateral contacts, that are to be contacted.</p> <p>4.20 Monitoring and support is provided to the child's family during investigation and assessment to ensure adequate protection of the child victim and siblings.</p> <p>4.21(a) Policies and procedures exist that define the basic requirements for doing an assessment.</p> <p>(b) The assessment is done by a Level-Two professional, as defined in PSS 7.3 and 7.5, Chapter 7, above.</p> <p>4.22 Policies and procedures exist that specify the methods for assessing factors in child abuse as specified in PS 4.22, Chapter 4, above.</p>									

CATEGORY :		Y E S		P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS		A C T I O N	C O M P L E T E D
SECTION 4.0										
<u>Intervention and Treatment in Child Abuse and Neglect Cases</u> (cont.)										
<u>Assessment Distinctions</u> (cont.)						COMMENTS	WHO	ACTION	DATE	DATE
4.23(a)	Policies and procedures exist that specify how a child victim and other children are to be interviewed by FAP personnel.									
(b)	The assessment is done by a Level-Two professional, as defined in PSS 7.3 and 7.5 Chapter 7, above.									
4.24 (a)	Policies and procedures exist that describe when specific diagnostic assessments are to be used.									
(b)	The diagnostic assessment is conducted by a Level-Two professional, as defined in PSS 7.3 and 7.5, Chapter 7, above.									
4.25	Policies and procedures exist that reflect the following:									
(a)	Make paramount child-risk assessment factors which provide for the protection of the child.									

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 4.0								
<u>Intervention and Treatment of Child Abuse and Neglect Cases</u> (cont.)								
	—							
<u>Assessment Distinctions</u> (cont.)					<u>COMMENTS</u>	WHO <u>ACTION DATE</u>	<u>DATE</u>	
(b) Ensure that the most serious cases receive the most prompt and intensive assistance.								
(c) Support professional judgement and not substitute for it.								
(d) Show sensitivity to racial, ethnic, and cultural differences in the therapeutic process .								
(e) Assist in developing the case plan.								
(f) Include individual and sibling evaluations with attention given to individual differences .								
<u>Initial Case or Service Plan</u>								
4.26(a) Initial case or service plans are developed within 30 days of opening the case (date the FAP received report of alleged abuse) .								

CATEGORY:	Y	N	P	E		ACTION REQUIRED TO MEET THE PSS	A	C
SECTION 4.0	E	O	A	X			C	O
<u>Intervention and Treatment of Child</u>	S		R	C			T	M
<u>Abuse and Neglect Cases</u> (cont.)			T	E			1	P
			I	P			O	L
			A	T			N	E
			L	I				D
				O				
				N				
Initial Case or Service Plan (cont.)	—	—	—	—	COMMENTS	WHO ACTION DATE	DATE	
(b) Initial case or service plans are written, in accordance with policies and procedures.								
4.27 The family is engaged in using its own strengths and re- sources throughout the case planning process as described in PS 4.27, Chapter 4, above.								
<u>Assessment of the Need for Out-of-Home</u> <u>Protection of the Child Victim and</u> <u>Siblings</u>								
4.28 Policies and procedures exist that specify what conditions must be met before the removal and/or return home of a child.								
4.29 Options for 24-hour emergency housing, both on and off the installation, have been deve- loped and are utilized.								
<u>The FAC and the CRC</u>								
4.30 A FAC has been appointed and serves as a policy-making and recommending body for the FAP.								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 4.0								
<u>Intervention and Treatment of Child Abuse and Neglect Cases</u> (cont.)								
The FAC and the CRC (cont.)					COMMENTS	WHO ACTION DATE	DATE	
4.31(a) The FAP CRC functions as a multidisciplinary team.								
(b) Members of the FAC and CRC may be appointed representatives of relevant advocacy groups.								
4.32 Written policy and criteria exist for determining whether or not a child is in "imminent" danger and this has been shared with all other relevant military organizations.								
4.33 Policies and procedures exist that specify the definitions of substantiated, suspected, and unsubstantiated, as specified in DoD Instruction 6400.2 (reference (a) and PS 4.33, Chapter 4, above.								
4.34 The FAP case manager/clinician works with the CRC to make and document the determination of the case status as specified in PS 4.34, Chapter 4, above.								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 4.0 <u>Intervention and Treatment of Child Abuse and Neglect Cases</u> (cont.)								
<u>The FAC and the CRC</u> (cont.)					<u>COMMENTS</u>	<u>WHO</u> ACTION DATE	DATE	
4.35 The CRC is responsible for: (a) Determining the status of the case; "unsubstantiated," "suspected," or "unsubstnatiated ." (b) Reviewing and approving the assessment. (c) Reviewing and approving the case or service plan. (d) Reviewing and approving that Level-One and/or Level-Two interventions are indicated. (e) Reviewing and making appropriate recommendations to commanders on command administra- tive actions being planned for active duty Service members involved in FAP cases, in accordance with Service directives .								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 4.0								
<u>Intervention and Treatment of Child Abuse and Neglect Cases (cont.)</u>								
<u>The FAC and the CRC (cont.)</u>					<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
(f) Reviewing and making appropriate recommendations on criminal action being contemplated against an offender of a substantiated FAP case by military or civilian law enforcement agencies or judicial officers when requested, and in accordance with Service directives.								
(g) Making recommendations to the commander on a Service member's participation in treatment .								
(h) Monitoring and advising the commander on a Service member's participation in treatment .								
(i) Approving case transfer and/or closure.								

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		<u>ACTION REQUIRED TO MEET THE PSS</u>	A C T I O N	C O M P L E T E D
SECTION 4.0									
<u>Intervention and Treatment of Child Abuse and Neglect Cases</u> (cont.)									
<u>Level-One Intervention Services: Educationally-Based Programs</u>						<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
4.36	Level-One intervention ser- vices are provided or arranged by the FAP:								
(a)	These are defined, as "educa- tionally-based programs" and include parenting, child/ado- lescent development, stress management, anger management, and interpersonal communica- tions .								
(b)	Policies and procedures exist that describe existing pro- grams, their locations, under what circumstances they should be used, and referral and fol- lowup processes.								
(c)	Policies and procedures exist that describe available Level- One FAP services.								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 4.0								
<u>Intervention and Treatment of Child Abuse and Neglect Cases</u> (cont.)								
Support Services: Level-One					<u>COMMENTS</u>	WHO ACTION DATE	DATE	
4.37(a) The development and provision of Level-One interventions, as identified in PS 4.37, Chapter 4, above, is promoted.								
(b) Policies and procedures exist that describe existing pro- grams, their locations, under what circumstances they should be used, and referral and fol- lowup processes.								
<u>Level-Two Intervention Services:</u> <u>Clinically-Based Programs</u>								
4.38 Level-Two treatment services are provided or arranged by the FAP:								
(a) These are defined, as "clini- cally-based programs" speci- fically about child abuse and include child-adolescent coun- seling (individual or group) ; stress insight, reduction, and control; anger insight, reduc- tion, and control; and inter- personal communications in- sight development.								

<p>CATEGORY:</p> <p>SECTION 4.0</p> <p><u>Intervention and Treatment of Child Abuse and Neglect Cases</u> (cont.)</p>	<p>Y E S</p>	<p>N O</p>	<p>P A R T I A L</p>	<p>E X C E P T I O N</p>		<p><u>ACTION REQUIRED TO MEET THE PSS</u></p>	<p>A C T I O N C O M P L E T E D</p>
<p><u>Level-Two Intervention SexVices: Clinically-Based Programs</u> (cent.)</p>	<p>—</p>	<p>—</p>	<p>—</p>		<p><u>COMMENTS</u></p>	<p><u>WHO</u> ACTION DATE</p>	<p><u>DATE</u></p>
<p>(b) Policies and procedures exist that describe available Level-Two FAP services.</p> <p>4.39(a) Educationally-based programs are utilized for FAP clients who are involved in Level-Two treatment, when appropriate.</p> <p>(b) Case plan documentation is provided.</p> <p><u>Support Services: Level-Two</u></p> <p>4.40(a) The development and provision of supportive services needed in Level-Two intervention services, as identified in PS 4.40, Chapter 4, above, is promoted.</p> <p>(b) Policies and procedures exist that describe existing programs, their locations, under what circumstances they should be used, and referral and followup processes.</p>							

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 4.0									
<u>Intervention and Treatment of Child Abuse and Neglect Cases (cont.)</u>									
Support Services: <u>Level-Two</u> (cont.)						COMMENTS	WHO ACTION DATE	DATE	
4.41(a) Treatment services appropriate for treating offenders, victims, and other household members in need of Level-Two intervention services involving counseling and psychotherapy, as identified in PS 4.41, Chapter 4, above, are provided or arranged by the FAP.									
(b) Policies and procedures exist that describe existing programs, their locations, under what circumstances they should be used, and referral and followup procedures.									
<u>Termination of FAP Services in Child Abuse/Neglect Cases</u>									
4.42 (a) Policies and procedures exist that require termination to be based on documentation including a current risk assessment and progress in treatment of the objectives.									
(b) CRC reviews and approves all terminations.									

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 5.0									
<u>Intervention and Treatment in Spouse Abuse Cases</u>									
(Corresponds with PS 5.1 through 5.35, Chapter 5, above.)									
<u>Spouse Abuse</u>						<u>COMMENTS</u>	<u>WHO</u> <u>ACTION</u> <u>DATE</u>	<u>DATE</u>	
5.1	Policies and procedures exist that define spouse abuse, as specified in DoD Instruction 6400.2 (reference (a)). (See PSS 5.11 through 5.14, Chapter 5, above.)								
5.2	Policies and procedures exist that define a case and an incident, as specified in reference (a) .								
5.3	Early identification and intervention in cases of alleged spouse abuse is promoted, as specified in reference (c) .								
5.4	Medical assessment and treatment for all eligible family members by appropriately trained personnel is ensured, as specified in reference (c) .								
5.5	Guidelines have been established to ensure that commanders have timely access to complete case information when considering appropriate dispositions of allegations								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 5.0 <u>Intervention and Treatment of Spouse Abuse Cases</u> (cont.)								
<u>Spouse Abuse</u> (cont.)					<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
including: prognosis, extent to which the alleged offender accepts responsibility and other factors, as specified in reference (a) . <u>Assessment of Spouse Abuse Cases</u>								
5.6 Policies and procedures exist specifying that the protection of the alleged victim and any minor children in the household shall be given first priority in providing investigatory, assessment, and intervention and/or treatment services.								
5.7(a) Guidelines exist defining when a victim is to be referred to a shelter or a safe house.								
(b) Policies and procedures exist to protect the right of the adult victim to make the final decision about moving.								

CATEGORY:		Y E S	N O	P A R T I A L	E x C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 5.0 <u>Intervention and Treatment of Spouse Abuse Cases</u> (cont.)									
Assessment of Spouse Abuse Cases (cont.)						COMMENTS	WHO ACTION DATE	DATE	
5.8(a)	Criteria exist for recommending relocation of the offender (Service member) from the home to alternative housing pending a full investigation and assessment .								
(b)	Criteria exist for recommending the offender's (Service member) return home.								
5.9(a)	Policies and procedures exist specifying that the victim who has been referred to a shelter shall be informed of any potential risks in returning home or assuming other living arrangements.								
(b)	Policies and procedures exist specifying that the victim who has used a shelter shall be informed of all options prior to departing the shelter.								
5.10	Criteria exist for determining the severity of the harm to the victim of spouse abuse,								

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 5.0									
<u>Intervention and Treatment of Spouse Abuses Cases</u> (cont.)									
Assessment of Spouse Abuse Cases (cont.)						<u>COMMENTS</u>	WHO <u>ACTION</u> DATE	DATE	
	the seriousness of the allegation(s), and the risk factors for future abuse. Definitions exist for harm, severity of harm and risk as specified in PS 5.10, Chapter 5, above.								
5.11	Policies and procedures exist that define physical injury as a type of maltreatment in accordance with PS 5.11, Chapter 5, above.								
5.12	Policies and procedures exist that define sexual violence against a spouse in accordance with PS 5.12, Chapter 5, above.								
5.13	Policies and procedures exist that define property violence, in accordance with PS 5.13, Chapter 5, above.								
5.14	Policies and procedures exist that define psychological violence, in accordance with Ps 5.14, Chapter 5, above.								

<u>CATEGORY:</u>		<u>Y</u>	<u>N</u>	<u>P</u>	<u>E</u>	<u>ACTION REQUIRED</u> <u>TO MEET THE PSS</u>	<u>A</u> <u>C</u> <u>T</u> <u>1</u> <u>O</u> <u>N</u>	<u>C</u> <u>O</u> <u>M</u> <u>P</u> <u>L</u> <u>E</u> <u>T</u> <u>E</u> <u>D</u>
SECTION 5.0								
<u>Intervention and Treatment of Spouse Abuse Cases (cont.)</u>								
<u>Assessment Distinctions</u>						<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>
5.15(a)	Policies and procedures exist that define the basic requirements for doing an assessment.							
(b)	The assessment is done by a Level-Two professional, as defined in PSS 7.3 and 7.5, Chapter 7, above.							
5.16	Policies and procedures exist that specify the methods for assessing factors of spouse abuse as specified in PS 5.16, Chapter 5, above.							
5.17(a)	Policies and procedures exist that specify how the victim of spouse abuse and any minor children residing in the household are to be interviewed by FAP personnel.							
(b)	The assessment is conducted by a Level-Two professional, as defined in Pss 7.3 and 7.5, Chapter 7, above.							

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 5.0									
<u>Intervention and Treatment of Spouse Abuse Cases</u> (cont.)									
<u>Assessment Distinctions</u> (cont.)						<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
5.18	Policies and procedures exist that reflect the following:								
(a)	Make paramount risk-assessment factors, which provide for the protection of the victim and minor children.								
(b)	Ensure that the most serious cases receive the most prompt and intensive assistance.								
(c)	Support professional judgement and not substitute for it.								
(d)	Show sensitivity to racial, ethnic, and cultural factors in the therapeutic process.								
(e)	Assist in developing the case plan.								
(f)	Include individual assessments of the offender, victim, and any minor children.								
5.19	Policies and Procedures exist that define the process of risk-assessment .								

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		<u>ACTION REQUIRED TO MEET THE PSS</u>	A C T I O N	C O M P L E T E D
SECTION 5.0 <u>Intervention and Treatment of Spouse Abuse Cases</u> (cont.)		—	—	—	—				
<u>Assessment Distinctions</u> (cont.)		—		—	—	<u>COMMENTS</u>	<u>WHO</u> ACTION DATE	<u>DATE</u>	
5.20	Policies and procedures exist that define the assessment information sources, as specified in PS 5.20, Chapter 5, above, which are to be contacted.								
5.21	Policies and procedures specify that recantation is considered a fact in the case and not a conclusion that the abuse did not occur.								
<u>Initial Case or Service Plan</u>									
5.22(a)	Initial case or service plans are developed <u>within 30 days of opening the case</u> (date the FAP received report of alleged abuse) .								
(b)	Initial case or service plans are written in accordance with policies and procedures.								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N C O M P L E T E D
SECTION 5.0							
<u>Intervention and Treatment of Spouse Abuse Cases</u> (cont.)							
<u>Initial Case or Service Plan</u> (cont.)					<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>
5.23 The offender and victim are engaged in using their own strengths and resources throughout the case planning process. <u>Assessment of the Continuing Need For FAP Services Including the Return Home of the Spouse</u>							
5.24 (a) Guidelines, as described in PS 5.24, Chapter 5, above, exist to assist the adult victim in the decision to return home. (b) Guidelines exist to address the offender's return to the family and these emphasize informing and involving the FAP and the offender's family.							
<u>The FAC and the CRC</u>							
5.25 Written policy and criteria exist for determining whether or not a spouse victim is in "imminent danger" and this has been shared with all other military organizations.							

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 5.0									
<u>Intervention and Treatment of Spouse Abuse Cases</u> (cont.)									
The FAC and the CRC (cont.)						<u>COMMENTS</u>	<u>WHO</u> <u>ACTION</u> <u>DATE</u>	<u>DATE</u>	
5.26(a)	The CRC makes a determination of case status as specified as specified in PS 5.26, Chapter 5, above.								
(b)	The CRC makes recommendations to the Service member's commander on referrals to a specific treatment program.								
(c)	The CRC monitors and advises the commander of progress in treatment.								
5.27	Policies and procedures exist that specify the definitions of substantiated, suspected, unsubstantiated, and at risk, as specified in DoD Instruction 6400.2 (reference (a)) and PS 5.27, Chapter 5, above.								
5.28	Documentation of the determination of the case status, as specified in PS 5.28, Chapter 5, above, is made.								
5.29	The CRC is responsible for the following:								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 5.0 <u>Intervention and Treatment of Spouse Abuse Cases</u> (cont.)								
The FAC and the CRC (cont.)					<u>COMMENTS</u>	<u>WHO</u> <u>ACTION</u> <u>DATE</u>	<u>DATE</u>	
(a) Determining the status of the case; "substantiated," "suspected," or "unsubstantiated ."								
(b) Reviewing and approving the assessment .								
(c) Reviewing and approving the case or service plan.								
(d) Reviewing and approving appropriate interventions and treatment services.								
(e) Reviewing and making appropriate recommendations to commanders on command administrative actions being planned for active duty Service members involved in FAP Cases in accordance with Service directives.								
(f) Reviewing and making appropriate recommendations on criminal action being contemplated against an offender of a substantiated FAP case by								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 5.0 <u>Intervention and Treatment of Spouse Abuse Cases</u> (cont.)								
The FAC and the CRC (cont.)					<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
(f) military or civilian law enforcement agencies or judicial officers, when requested and in accordance with Service directives.								
(9) Approving case transfer and/or closure.								
<u>Spouse Abuse Level-One Intervention Services</u>								
5.30(a) Level-One intervention services are provided or arranged by FAP .								
(b) These are defined as "educationally-based programs" and include stress management, anger management, interpersonal communications, and support groups.								
(c) Policies and procedures exist that describe available Level-One FAP services.								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 5.0 <u>Intervention and Treatment of Spouse Abuse Cases</u> (cont.)								
<u>Spouse Abuse Level-One Intervention Services</u> (cont.)					COMMENTS	WHO ACTION DATE	DATE	
5.31 (a) The development and provision of Level-One intervention and support services are promoted as identified and prioritized in PS 5.31, Chapter 5, above.								
(b) Policies and procedures exist that describe existing programs, their locations, under what circumstances they should be used, and referral and followup processes.								
<u>Spouse Abuse Level-Two Intervention Services</u>								
5.32(a) Level-Two intervention services are provided or arranged by the FAP .								
(b) These are defined as "clinically-based programs" and are described in written policies and procedures.								
(c) Policies and procedures exist that specify the criteria for								

CATEGORY :	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N C O M P L E T E D
SECTION 5.0 <u>Intervention and Treatment of Spouse Abuse Cases</u> (cont.)							
<u>Spouse Abuse Level-Two Intervention Services</u> (cent.)					<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>
<p>the selection of the appropriate treatment services and referral and followup procedures .</p> <p>(d) Documentation for the reason and/or decision has been made in the case record when appropriate treatment is not provided.</p> <p>5.33(a) Level-Two treatment services appropriate for treating offenders, victims, and other household members in need of counseling and/or psychotherapy, as identified in PS 5.33, Chapter 5, above, are provided or arranged by the FAP .</p> <p>(b) Policies and procedures exist that describe available Level-Two FAP services.</p>							

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 5.0									
<u>Intervention and Treatment of Spouse Abuse Cases (cont.)</u>									
<u>Spouse Abuse Level-Two Intervention Services (cont.)</u>						COMMENTS	WHO ACTION DATE	DATE	
5.34 (a) The development and provision of supportive services needed in Level-Two intervention are promoted, as identified and prioritized in PS 5.34, Chapter 5, above. (b) Policies and procedures exist that describe existing programs, their locations, under what circumstances they should be used, and referral and followup processes.									
<u>Termination of FAP Services in Spouse Abuse Cases</u>									
5.35(a) Policies and procedures exist that require termination to be based on documentation including current risk-assessment of the offender and victim, and accomplishment of the treatment objectives. (b) The CRC reviews and approves all terminations.									

<u>CATEGORY:</u>		Y E S	N O	P A R T I A L	E X C E P T I O N		<u>ACTION REQUIRED TO MEET THE PSS</u>	A C T I O N	C O M P L E T E D
SECTION 6.0									
<u>Case Accountability in FAP</u> (Corresponds with PSS 6.1 through 6.34, Chapter 6, above)									
<u>Case Management</u>						<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
6.1	A case accountability system exists at installation level that includes roles and responsibilities, policies, procedures, and relevant definitions for the following:								
(a)	Case management process.								
(b)	Role of case manager.								
(c)	Intake.								
(d)	Assessment.								
(e)	Case services and plans.								
(f)	Case substantiation.								
(g)	Case review.								
(h)	Case closing.								
(i)	Case follow-up.								
(j)	Case records.								

CATEGORY:	Y E S	N. O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 6.0								
Case Accountability in FAP (cont.)								
Case Management (cent.)					COMMENTS	WHO ACTION DATE	DATE	
(k) Case confidentiality.								
6.2 Immediately on entry into the system, each case is assigned a case manager.								
6.3 Guidelines describing case management process have been developed and distributed to all relevant military and community agencies.								
6.4 Case management is defined, as specified in PS 6.4, Chapter 6, above.								
<u>The Role, Authority and Responsibility of the Case Manager</u>								
6.5 The case manager, as specified in the case accountability system, has the primary responsibility for case management services from entry of the case into the FAP system to case closing.								

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 6.0									
Case Accountability in FAP (cont.)									
Case or Service Plans						COMMENTS	WHO ACTION DATE	DATE	
6.6	An intake service, that includes the functions specified in PS 6.6, Chapter 6, above, is provided.								
6.7(a)	The intake service accepts every report of abuse, determines the seriousness of the situation according to established criteria, and provides either protection or information and referral.								
(b)	Referral sources are notified of the FAP's decision of whether to serve within confidentiality guidelines.								
6.8	All reports of abuse and/or neglect are considered open cases and receive case management services and an initial assessment.								
6.9	Information from law enforcement investigation reports is considered in case review, planning, and case status determination.								

CATEGORY:		Y	N	P	E	ACTION REQUIRED TO MEET THE PSS		A	C
SECTION 6.0		E	O	A	X			C	O
<u>Case Accountability in FAP</u> (cont.)		S		R	C			T	M
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				I	P			O	L
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				—	N				
<u>Case or Service Plans</u> (cent.)				—	—	<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
6.10	All open cases are reviewed by the CRC for case status determination.								
6.11 (a)	Time frames for the initial assessment and initial case plan have been established.								
(b)	The assigned case manager monitors the provision of these services and reports this information to the CRC.								
6.12(a)	Case plans are developed and revised, in collaboration with the client(s), when appropriate .								
(b)	Case plans are based on referral and investigative information, initial and continuing assessments, outcome of the the initial case plan and family assessment, and service time frames.								
(c)	Case plans are modified as changes in the case and continued assessment occur.								

<u>CATEGORY:</u>		<u>Y</u>	<u>N</u>	<u>P</u>	<u>E</u>	<u>ACTION REQUIRED</u> <u>TO MEET THE PSS</u>		<u>A</u>	<u>C</u>
SECTION 6.0		<u>S</u>	<u>0</u>	<u>A</u>	<u>X</u>			<u>C</u>	<u>O</u>
<u>Case Accountability in FAP (cont.)</u>				<u>R</u>	<u>C</u>			<u>T</u>	<u>M</u>
				<u>T</u>	<u>E</u>			<u>1</u>	<u>P</u>
				<u>I</u>	<u>P</u>			<u>O</u>	<u>L</u>
				<u>A</u>	<u>T</u>			<u>N</u>	<u>E</u>
				<u>L</u>	<u>I</u>				<u>D</u>
<u>Case or Service Plans (cent.)</u>						<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
6.13	All case plans are approved by the CRC and implemented by case managers.								
6.14	The CRC reviews, approves, and makes recommendations on case plans which are based on the goals of stabilizing families and eliminating domestic violence.								
6.15(a)	Cases are reviewed by the appropriate CRC, in accordance with established criteria, at least every 90 days. Cases to be reviewed are at risk, active FAP cases, and cases between installations.								
(b)	The case manager presents each case and its progress, goals, and recommendations to the CRC .								
(c)	The CRC makes recommendations to the commanders on participation and recommended administrative actions.								

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N	ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
Case or Service Plans (cent .)		—	—			COMMENTS	WHO ACTION DATE	DATE
6.16	Service provision (military and community) and safety are always monitored by the case manager, in accordance with the MOUs, and as specified in PS 6.16, Chapter 6, above.							
6.17	policies and procedures, which ensure continuity of services, feedback and followup, exist for the transfer of cases. These specify responsibilities in accordance with PS 6.17, Chapter 6, above.							
6.18	The case manager implements and oversees all case transfers .							
Case Closing								
6.19	Criteria exist for closing cases as specified in PS 6.19, Chapter 6, above.							
6.20	The case manager implements all case closures.							

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 6.0								
<u>Case Accountability in FAP</u> (Cent.)								
Case Closing (cent .)					<u>COMMENTS</u>	<u>WHO</u> <u>ACTION</u> DATE	DATE	
6.21 Criteria exist for the provision of support services after the case is closed (followup and aftercare, etc.) .								
<u>Case Records</u>								
6.22(a) Policies and procedures exist governing case records, as specified in PS 6.22, Chapter 6, above.								
(b) Guidelines exist for case recording.								
6.23 A case record exists for each initial report of child or spouse abuse. Each incident is documented in the record.								
6.24 The case manager has primary responsibility and oversees the development, documentation, and maintenance of case records .								
6.25 The case record includes content in accordance with PS 6.25. Chapter 6, above.								

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 6.0									
Case Accountability in FAP (cent .)									
Case Records (cent .)						COMMENTS	WHO ACTION DATE	DATE	
6.26	A system exists for assessing and monitoring case record content.								
6.27	Policies and procedures exist on client access to case records .								
6.28	All case records are stored in a secure storage area.								
6.29	Case records are treated as "confidential" in accordance with DoD Directives 6400.1 (reference (c)) and 5400.11 (reference (d)), Service and installation guidelines.								
6.30	Case records for closed and unfounded cases are handled, in accordance with DoD Directive 5400.11 (reference (d)), and Service directives.								
<u>Confidentiality of FAP Cases</u>									
6.31	Cases are treated as "confidential" and only released to authorized sources.								

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N	ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 6.0								
Case Accountability in FAP (cent.)								
Confidentiality of FAP Cases (cent.)						<u>COMMENTS</u>	<u>WHO</u> <u>ACTION</u> <u>DATE</u>	<u>DATE</u>
6.32(a)	Policies exist on the involve- ment of parents when a minor child is receiving services.							
(b)	The policies do not violate parent's rights but the primary concern is the minor client's protection.							
6.33	Policies and procedures exist which ensure that personnel discuss with clients the pur- pose of gathering information, circumstances under which it shall be released, and oppor- tunities for clients to check information for accuracy.							
6.34	Policies exist governing per- sonnel authorized to request Central Registry information.							

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 7.0 <u>Staffing for the FAP Services</u> (Corresponds with PSS 7.0 through 7.15, Chapter 7, above)								
<u>Qualifications and Credentials</u>					<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
7.1 The FAP complies with the qualifications and credentials required of professional personnel, in accordance with applicable DoD and Service directives.								
7.2 Personnel function as members of multi-disciplinary teams.								
<u>Level-One Intervention Services:</u> <u>Professional Practitioners for Level-One</u> <u>Intervention Services</u>								
7.3(a) Minimum qualifications exist for professional practitioners engaged in providing Level-One intervention services describ- ed in PS 7.3, Chapter 7, above.								
(b) Staff perform those services for which they are qualified.								

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 7.0 <u>Staffing for the FAP Services (cont.)</u>								
<u>Supervisors of Level-One Professional Personnel</u>					<u>COMMENTS</u>	<u>WHO</u> ACTION DATE	DATE	
7.4 Minimum qualifications exist for supervisors of professional personnel as described in PS 7.4, Chapter 7, above. <u>Level-Two Intervention Services:</u> <u>Professional Practitioners for Level-Two Intervention Services</u>								
7.5(a) Qualifications exist for professionals providing assessment and treatment services , in accordance with PS 7.5, Chapter 7, above. (b) Staff perform those services for which they are qualified.								
<u>Supervisors of Level-Two Professional Personnel</u>								
7.6 Qualifications exist for supervisors of professional services in accordance with PS 7.6, Chapter 7, above.								

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 7.0									
Staffing for the FAP Services (cent.)									
Work Assignments						COMMENTS	WHO ACTION DATE	DATE	
7.7(a)	Policies and procedures exist describing the criteria for assigning cases and duties to all personnel.								
(b)	Time-task studies of all personnel activities are done periodically.								
7.8	Policies and procedures exist defining the number of needed support and administrative personnel.								
Work Loads									
7.9(a)	A victim count is utilized in establishing caseload sizes.								
(b)	Individual cases of victims in a specific family are cross-referenced in the case records management information system.								
7.10	DoD and Service work-load standards exist and are adhered to in accordance with the criteria specified in PS 7.10, Chapter 7, above.								

CATEGORY:		Y	N	P	E	ACTION REQUIRED TO MEET THE PSS		A	C
SECTION 7.0		E	O	A	X			C	O
Staffing for the FAP Services cent.)		S		R	C			T	M
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				A	T			N	E
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<u>Supervision and Job Performance</u>		—	—	—		COMMENTS	WHO ACTION DATE	DATE	
<u>Evaluations</u>		—	—	—					
7.11	Supervision (professional or administrative) is provided to each staff member.								
7.12	Policies and procedures exist defining the minimum requirements for individual supervision in accordance with PS 7.12, Chapter 7, above.								
<u>Training and Personnel Development</u>									
7.13	A personnel training and development plan exists and is developed annually, in accordance with PS 7.13, Chapter 7, above.								
7.14	A written record exists describing the training and personnel development activities for each staff member. This includes information as specified in PS 7.14, Chapter 7, above .								

<u>CATEGORY:</u> SECTION 7.0 <u>Staffing for the FAP Services</u> (cont.)	Y E S	N O	P A R T I A L	E X C E P T I O N		<u>ACTION REQUIRED TO MEET THE PSS</u>	A C T I O N C O M P L E T E D
<u>Training and Personnel Development</u> (cent.)					<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	DATE
7.15 A calendar of training and personnel development events exists and is posted or distributed to personnel.							

CATEGORY:	Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 8.0 <u>Program Planning and Evaluation</u> (Corresponds with PSS 8.1 through 8.7, Chapter 8, above.)								
<u>Data Collection, Analysis and Utilization</u>					<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
<div data-bbox="268 744 1256 1028">8.1 A standardized, Service-developed reporting format that is integrated with the Uniform Service reporting format exists for the regular collection and analysis of information.</div> <div data-bbox="268 1072 1256 1356">8.2 Statistical records exist that maintain an accurate record of services provided and identify recurring program problems. This record includes information as specified in PS 8.2, Chapter 8, above.</div> <div data-bbox="268 1399 1256 1640">8.3(a) Service-approved forms that present the volume and types of services provided are available to staff and are utilized for monthly and annual statistical reports.</div> <div data-bbox="354 1683 1256 1836">(b) Consistent data collection is promoted by the development of standardized definitions of terms among the Services.</div>								

CATEGORY:		Y E S	N O	P A R T I A L	E X C E P T I O N		ACTION REQUIRED TO MEET THE PSS	A C T I O N	C O M P L E T E D
SECTION 8.0									
Program Planning and Evaluation (cont.)									
Program Evaluation						COMMENTS	WHO ACTION DATE	DATE	
8.4	Program evaluations, in accordance with PS 8.4, Chapter 8, above, are conducted periodically and regularly.								
8.5	Objectives that measure effectiveness exist for all contracted services.								
QA									
8.6	A written plan with related policies and procedures exists to evaluate, on an ongoing basis, the quality, utilization, appropriateness, and timeliness of services provided.								
Planning Efforts and Results									
8.7(a)	An annual planning process takes place that reviews program progress, changing program directions, populations and patterns.								

<u>CATEGORY:</u> SECTION 8.0 <u>Program Planning and Evaluation (cont.)</u>		1 (P A R T I A L	E { E P E) J		<u>ACTION REQUIRED</u> <u>TO MEET THE PSS</u>	A C T I O N	C O M P L E T E D
<u>Planning Efforts and Results (cont.)</u>			—		<u>COMMENTS</u>	<u>WHO ACTION DATE</u>	<u>DATE</u>	
(b) As a result, a plan exists with specific objectives, needs, and strategies. The process includes input from relevant military and community representatives, uses QA information, and the plan is available to Headquarters, community, and military agencies.								